

LOCATION STATUS INFORMATION

USER GUIDE

NEC America, Inc.

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General Description

Location Status Information (LSI) makes it possible for you to locate colleagues who are away from their offices and for them to locate you. Using the regular D^{term} V telephone features and without interrupting your regular call placement activities, you can use LSI to:

- **Set** your own location information for others to retrieve when they enter your extension number. Configurable messages are available for your selection such as “In a Meeting”, “Out of Town”, “At Lunch”, etc. You may also record the date and time of your expected return and a telephone number where you can be reached during your absence.
- **View** the location information of someone else you are trying to reach. If desired, place a call to the telephone number given in the message.
- **Cancel** the location information you preset for your extension and ID.
- **Call** an extension to determine whether location information is set for the called party.

Here's All You Need To Do

Begin by pressing the D^{term} key that has been assigned to *LSI*. Then respond to the prompts as they are displayed on the D^{term} LCD panel.

The instructions on the next few pages explain, for each message or prompt, what actions you can take and what to do if an error message is displayed.

To exit or cancel any of the following procedures at any time, again press the D^{term} key that you pressed to start *LSI*.

To Set Location Information

When you are going to be away from your office and wish to leave location information for others to retrieve, press the D^{term} function key assigned to *LSI* and follow the procedure below:

The LCD displays:	What you do:	When an error message is displayed:
Set-1 Vw-2 Cn-3	On the D ^{term} keypad, enter "1" and then "#" to choose the Set function.	Invalid Option =An entry other than 1, 2, 3, or an extension or number to call has been made. Enter "#" and try again, or press the <i>LSI</i> key to end the session.
Enter Extension	Enter the extension number of the Dterm at which you are working, and then "#". Entering just "#" causes LSI to default to the extension at which you are now working.	Invalid Extn =An extension that is not in the <i>LSI</i> database has been entered at the keypad. Enter "#" to display the prompt again, or press the <i>LSI</i> key to end the session.
Enter Code	Enter your personal access code and then a "#". If more than one employee is assigned to the extension just entered, this code is used to determine which employee is using the application.	Invalid Code = <i>LSI</i> does not recognize the entered code. Enter "#" to display the prompt again, or press the <i>LSI</i> key to end the session.
A location is displayed; for instance, On Vacation or In a Meeting	To display the next location: Enter a "#". Continue until the desired message is displayed. To select a location: Enter "0#" to select the displayed location. or Enter the number of the desired message, if known, and then "#".	

To Set Location Information (Continued)

The LCD displays:	What you do:	When an error message is displayed:
Enter Date–MMDD	<p>To give the date on which you'll return: Enter a two-digit month. Months 1 through 9 should be entered "01" through "09". Then enter a two-digit day. Follow the entry with "#".</p> <p>To pass over this prompt without entering a date: Enter "#".</p> <p>To default to today's date: Enter "0#".</p>	<p>Out of Range—The month must lie between 01 and 12. The day must lie between 01 and 31, depending upon the number of days in the designated month. Enter "#" to display the prompt again, or press the <i>LSI</i> key to end the session.</p>
Enter Time–HHMM	<p>To give the time at which you'll return: Enter the hour and minute on a 2400 clock, followed by a "#". (For instance, 9:00 a.m. is entered as 0900, and 2:30 p.m. is entered as 1430.)</p> <p>To pass over this prompt without entering a time: Enter "#".</p>	<p>Invalid Time—The time must lie between 0001 (12:01 a.m.) and 2400 (12:00 midnight). Enter "#" to display the prompt again or press the <i>LSI</i> key to end the session.</p>
Enter Phone No	<p>To show where you can be reached until you return: Enter the complete telephone number followed by a "#". (Note: This number must include all digits that are to be dialed, including access code and area code, and may be as long as 22 digits.)</p> <p>To pass over this prompt without entering a time: Enter "#".</p>	
Message Set	<p>To end the session and clear the display: Enter "#".</p> <p>If no action is taken, <i>LSI</i> automatically ends the session and clears the display.</p>	

To View Location Information

When you want to retrieve someone else's location information, press the D^{term} function key assigned to *LSI* and follow the procedure below:

The LCD displays:	What you do:	When an error message is displayed:
Set-1 Vw-2 Cn-3	To select the View (Vw) function: On the D ^{term} keypad, enter "2" followed immediately by "#".	Invalid Option =An entry, other than 1, 2, or 3 or an extension or number to call, has been made. Try again, or press the <i>LSI</i> key to end the session.
Enter Extension A name is displayed if one has been entered into the database for this extension.	<p>Enter the extension number of the person you are trying to reach, followed by "#".</p> <p>To default to the extension at which you are now working: Enter "#".</p> <p>If only one employee is assigned to this extension, <i>LSI</i> displays the name. To see employee status, if any: Enter "#" or "0#".</p> <p>If more than one employee works at the entered extension, to scroll through the names: Enter "#".</p> <p>To display the first employee name entered for this extension: Enter "1#", "2#" for the second, etc. You may jump ahead to the correct employee name instead of scrolling if you know the order of employee names.</p> <p>After the correct employee name is highlighted, to see employee status, if any: Enter "0#".</p>	Invalid Extn =An extension that is not in the <i>LSI</i> database has been entered at the keypad. Enter "#" to display the prompt again, or press the <i>LSI</i> key to end the session.

To View Location Information (Continued):

Retrieving someone else's location data (continued):

The LCD displays:	What you do:	When an error message is displayed:
<p>A location is displayed, such as:</p> <p style="text-align: center;">On Vacation or In a Meeting</p>	<p>To display the date and time when the party will return, if this information was recorded in the message: Enter “#”.</p> <p>(Note: If date and time were not recorded, this “#” entry will display any recorded telephone number.)</p>	<p>No Message Here=There is no message recorded for this extension. Enter “#” to display the Extension prompt again, or press the <i>LSI</i> key to end the session.</p>
<p>If Date and Time information is recorded, it is displayed as follows:</p> <p style="text-align: center;">Sep 30 1:30 p</p> <p>If no time was recorded, the date is followed by asterisks (****).</p>	<p>Enter “#” to display the telephone number where the party can be reached. (Note: If a telephone number was not recorded, this “#” entry will end the entry.)</p>	
<p>The last ten digits of the recorded telephone number are displayed.</p>	<p>To end the session: Enter a “#”. The following message will be displayed: End of Message</p> <p>To place a call to the displayed number: Enter “0#”.</p>	<p>Can't Place Call=For some reason, <i>LSI</i> is unable to place the call shown.</p>

To Cancel Location Information

When you want to cancel the information you have recorded on your phone, press the D^{term} function key assigned to *LSI* and follow the procedure below:

The LCD displays:	What you do:	When an error message is displayed:
Set-1 Vw-2 Cn-3	To select the Cancel (Cn) function, on the D^{term} keypad: Enter "3" and then "#".	Invalid Option =An entry, other than 1, 2, 3, or an extension or number to call, has been made. Enter "#" and try again, or press the <i>LSI</i> key to end the session.
Enter Extension	Enter the extension number of the D ^{term} to which the location information applies, and then "#".	Invalid Extn =An extension that is not in the <i>LSI</i> database has been entered at the keypad. Enter "#" to display the prompt again or press the <i>LSI</i> key to end the session.
Enter Code	Enter your personal access code and then "#". If more than one employee is assigned to the extension just entered, this code is used to determine which employee is using the application.	Invalid Code = <i>LSI</i> does not recognize the entered code. Enter "#" to display the prompt again, or press the <i>LSI</i> key to end the session.
Msg Cancelled	No action is required. The preset location data is cancelled.	

To Call an Extension

The LCD displays:	What you do:	When an error message is displayed:
Set-1 Vw-2 Cn-3	To call an extension from the D ^{term} keypad: Enter the extension number to call and then “#”.	Invalid Option =An entry, other than 1, 2, 3, or an extension or number to call, has been made. Enter “#” and try again, or press the <i>LSI</i> key to end the session.
<p>If the employee location is set for the entered extension, the status is displayed.</p> <p>OR</p> <p>If the employee location is not set or the number is not in the <i>LSI</i> database, <i>LSI</i> will attempt to place the call, putting D^{term} in speaker mode. <i>LSI</i> then exits OAI mode.</p> <p>OR</p> <p>If more than one employee name is entered for that extension, <i>LSI</i> displays the names.</p>	<p>To scroll through the status entered before, date and time of return (if any), and alternative number, if any: Enter “3#” after each display.</p> <p>To call the alternative number while the number is displayed: Enter “0#”.</p> <p>To select a highlighted name: Enter “0#”.</p> <p>To scroll through the names: Enter “#”.</p> <p>To see the status of the “nth” employee: Enter a number and then “#”.</p>	<p>Line is Busy=The called extension is busy.</p> <p>Your Line Busy=Your extension is off-hook.</p> <p>Can’t Place Call=The call failed for a reason other than those shown above.</p>

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